

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
125 Arthur W. Devine Boulevard  
Warwick, RI 02886  
Voice: (401) 739-4949 • Fax: (401) 739-1414  
T.D.D. (401) 739-9150

## **Board Meeting Minutes**

**Thursday, June 16, 2011, 6:00 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

At 5:30 p.m. the WSA Board of Directors toured the wastewater treatment facility (WWTF) to observe pilot testing of phosphorus removal technologies.

<b>Board Members in attendance:</b>	<b>Board Members not present:</b>
Fred Sullivan, Chairman	Aaron Guckian, Secretary
Gary Jarvis	
Peter Ginaitt	<b>Guests:</b>
Steven Sylven, P.E.	Dennis Setzko, P.E., AECOM
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
BettyAnne Rossi, Pretreatment Coordinator	Lynda Ortiz, Customer Service Manager
Lynn F. Owens, Administrative Coordinator	

**1. Call to Order** At 6:06 p.m. Chairman Sullivan called this meeting to order.

### **2. Approval of Minutes**

**a.** Approval of minutes from the public hearing held May 19, 2011.

ACTION: Mr. Sylven moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Sylven and Jarvis voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion approved.

**b.** Approval of minutes from the regular meeting held May 26, 2011.

ACTION: Mr. Sylven moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Sylven and Jarvis voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion approved.

### **3. Industrial Pretreatment Program (IPP)**

**a. Use of IPP Fine Money Fiscal Year Ending June 30, 2011**

## **Warwick Sewer Authority Board Meeting Minutes**

June 16, 2011, 6:00 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

**ACTION:** Director Burke prepared a summary memo for the Board outlining the fine money assessed and collected, as well as the previously approved use of the fine money. She stated four scholarship applications were received and all applicants were academically and financially very worthy. She recommended the award of \$2,000 scholarships to all four applicants.

Mr. Jarvis moved to allocate the additional \$2,000 scholarship (funding for three scholarships previously approved by the Board). Mr. Sylven seconded the motion. Chairman Sullivan abstained from voting. Messrs. Jarvis, Sylven and Ginaitt voted in favor of the motion. Motion approved.

### **4. Billing Services Division**

#### **a. Sewer Assessment Abatement**

<b>Name</b>	<b>Service Address</b>	<b>Reason</b>	<b>Amount</b>
Tri Star Construction Inc.	19 Dixie Avenue Plat 319 Lot 0577	Property owner paid to install sewer; Assess at 53%	\$3,468.60
Steven Lassard	42 Social Drive Plat 340 Lot 0518	Assess on longest side as if lot were a true corner lot at intersecting streets	\$7,298.00
Patricia M. Norton, Trustee Norton's Marina	3 Division Street Plat 220 Lot 0174	Property owner paid to install sewer; Assess at 53%	\$40,659.28

**ACTION:** Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **5. Operation and Maintenance Division**

#### **a. Facilities Plan Amendment & Energy Savings Measures** Dennis Setzko, P.E., AECOM, to submit progress report

**ACTION:** Mr. Setzko stated the pilot testing began last week and he is seeing good results. He said reports on the testing will be generated next month. He said AECOM is working on creating the modeling effort; everything is on schedule.

#### **b. Award of Bid: Bid #2012-3 Wastewater Treatment Chemicals (Cationic Polymer)**

**ACTION:** Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

#### **c. Increase value of purchase order: Rhode Island Resource Recovery Corporation, \$8,000.00 due to disposal of additional grit from the Cedar Swamp pump station following the pipe collapse.**

## **Warwick Sewer Authority Board Meeting Minutes**

June 16, 2011, 6:00 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

**ACTION:** Director Burke reviewed her memo which details the need to increase a few purchase orders related to the solids coming through the plant as a result of the Cedar Swamp incident on February 8<sup>th</sup>.

Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- d.** Increase value of purchase order: Waste Management, \$1,000.00 due to transport of additional grit from the Cedar Swamp pump station following the pipe collapse.

**ACTION:** Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- e.** Disposal of grit at Central Landfill: Rhode Island Resource Recovery Corporation (RIRRC), Fiscal Year 2012 contract

**ACTION:** Director Burke stated RIRRC is the only landfill in the state. Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

## **6. March 30, 2010 Pawtuxet River Flooding**

- a.** Financial Report of Flood Expenses

Director Burke reviewed with the Board the updated flood expenses spreadsheet. She stated we have now officially exceeded the insurance limits for reimbursements. She stated tracking will begin for FEMA reimbursements. She stated various Departments met in the Mayor's Office this week with Lt. Governor Roberts who has been assigned to be the liaison to local governments on grants and FEMA reimbursements. Director Burke stated having someone in the Governor's Office focusing on this will be great but we are still expecting a long delay before we see the federal dollars. She stated in the interim, we are working with the Treasurer's Office on short-term financing, in the form of Federal Revenue Anticipation Notes, in order to address the cash-flow issue that we've created.

Director Burke stated regarding flood protection measures for the plant, all contracts are signed, insurance is in place, so we will schedule a kick-off meeting in a week or two.

## **7. February 8, 2011 Cedar Swamp Sewer Line Break**

- a. Project Update
  - i. Construction Activity Report
  - ii. Financial Report

Director Burke provided the Board with an updated expenses report for this emergency response which totals over \$2 Million. She stated she has been working with the insurance company for reimbursement on some items and for certain extra expenses (electricity, chemicals, fuel).

## **8. Construction Division**

- a. Extension of Contract "AA" Miscellaneous Sewer Extensions through September 30, 2011: D'Ambra Construction Co., Inc.

**ACTION:** Director Burke stated legal has reviewed the contractual aspects of the bid for miscellaneous sewer extensions. She stated we have been working on revising our standards, but have not yet gone out to bid. The current contract expires June 30, 2011.

Mr. Sylven moved approval of the contract extension through September 30, 2011. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginnatt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- b. Sewer Project Update Report
  - i. Governor Francis Farms Phase II
  - ii. Bayside IV/Longmeadow

**Governor Francis Farms Phase II:** Director Burke stated all major construction is complete. She stated we are (still) waiting on National Grid to install an electrical meter box on the pump station. She stated the tentative installation date now is sometime this week. Director Burke stated after installation, the mechanical components of the pump station will be tested and the system will be ready for use. She said there are some minor punch list items that will be addressed. She stated our mechanics will be involved in the start-up testing and trained on equipment operation and maintenance. She stated crews will continue to work until all aspects of the contract have been fulfilled. Director Burke stated we are anticipating issuing letters notifying our new customers of sewer service availability the week of June 27<sup>th</sup>.

**Longmeadow:** Director Burke stated the majority of the main line sewer pipe has been installed. She stated there are approximately four (4) streets remaining for main line installation. She stated crews are currently installing the service connections for each property. Director Burke said within about two (2) weeks, a large number of homes will have access to

hook up to the new system and more homes will follow as each street is completed. She stated we anticipate issuing letters notifying our new customers of sewer service availability starting after the July 4<sup>th</sup> holiday.

## **9. Administrative Items**

- a.** Collection of outstanding receivables from defunct 60/40 on-site loan/grant program.

ACTION: Director Burke stated we have been looking at various sewer accounts for “clean up”. She stated the 60/40 program was a very popular program for replacing on-site wastewater treatment systems (60% loan/40% grant) which the WSA used to operate in conjunction with the Treasurer’s Office. She stated the loan interest was used to provide even more loans so that the fund was self-sustaining. Director Burke stated it was a completely manual billing system so it required a lot of resources but according to the Treasurer’s Office over 600 loans were issued. She said although it did help a lot of people, the program was discontinued in the late 1990s. She stated there continues to be 34 outstanding or delinquent accounts (or about 6%). She said recovering these monies was something we had seriously started looking into before the Flood which, as you know, was a major sidetrack.

Director Burke said she put this topic on the Board’s agenda because she didn’t think many of them knew about this program or the money we are owed. She stated currently, there are 34 accounts left out there. She said a few continue to pay but the majority have not made payments in quite some time and have accrued a great deal of interest (which was 9.5 % at the time the loans were made) as well as penalties. Director Burke stated the outstanding principle amount owed is over \$60,000 and twice that amount when you include interest. She stated she had forwarded program documents to legal counsel for review, including the original lien agreements recorded against the properties, to get some advice on moving forward with collecting on these loans. She said that someone on staff has suggested, and she wanted to float this idea by the Board, that we initiate a short-term (i.e., 60 day) amnesty period where we allow people to pay back the principle amounts on the loan and we forgive the interest and penalties.

Director Burke stated we will have a recommendation for the Board to consider following our review.

- b.** Reprogramming of the money from the Apponaug Easement account to fund On-Site grant program and Sewer Tie-In grant program.

ACTION: Director Burke stated we are recommending that the account be closed and the funds used for other beneficial purposes.

**Warwick Sewer Authority Board Meeting Minutes**

June 16, 2011, 6:00 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

Mr. Jarvis made a motion to accept the transfer of funds to pay for on-site grants (\$14,000) and the balance to the sewer tie-in grant program (\$33,726.19). Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- c. Resolution to apply for and accept federal funds through the U.S. Department of Commerce, Economic Development Administration, to elevate the Bellows Street pumping station above the 100 year flood plain.

ACTION: Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- d. Resolution to apply for and accept federal funds through the Community Development Block Grant Disaster Relief program for various projects, including but not limited to replacement of the Oakland Beach generator, flood mitigation at the East Natick and Irving Road pump stations and relocation of the Knight Street pump station.

ACTION: Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- e. Director's Report
  - i. Financial Report
  - ii. Administrative Schedule

Director Burke stated the sewer billing software system conversion has hit several snags. She stated following the "Go Live" date we encountered a number of problems with the software which the software manufacturer is in the process of correcting. She said the issues include problems with interest accrual and discounts, the amount of time it is taking to calculate the bills, and problems with credit balances. She stated it does not appear that the water/sewer bills will be going out for another week, and we are behind schedule. She said as soon as we have a better handle on when the bills will get mailed, we plan to issue a press release to make our customers aware of the issue.

Director Burke stated as you know, Norton's Marina has finally connected to the sewer system. She stated in light of the long and arduous process they had to go through, they are having a little celebration on July 13<sup>th</sup> from 4 to 6 PM.

- f. Chairman's Report: No report.

**g. Sewer Assessment Committee Report**

Mr. Jarvis stated they are awaiting Mr. Bebyn's schedule to discuss the modeling.

**10. Consent Agenda – Correspondence**

- a. RIDEM to WSA on Non-SRF Certificate of Approval for the Cedar Swamp recovery/reconstruction project (5-23-11)
- b. WSA May 2011 Financial Report to the City Council (6-2-11)
- c. RIEMA to WSA on HMGP levee funding (6-3-11)

ACTION: Mr. Jarvis made a motion to accept the consent agenda items. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

**11. Consent Agenda - Drainlayer License Renewal (2011)**

- a. Gary Oatley, Haulin' Oats, 15 Jonathan Road, W. Greenwich, RI

ACTION: Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

**12. Old Business**

- a. WSA Deferment Policy
- b. Mandatory Sewer Connection Program
- c. Sewer Tie-In Loan Fund

Director Burke stated we finally have everything in place to kick-off this program. She stated loan applications are now available from WSA and Rhode Island Housing and we are working with the Mayor's office on a press release which should be out in the next few days. She stated information about the loan program will be incorporated into our outreach materials and mailings on sewer service availability in GF2 and Longmeadow project areas.

- d. Amendments to By-Laws
- e. Modifications to Septage Hauling Regulations
- f. Flood Mitigation Efforts
- g. GIS Program Status

Director Burke stated as of July 1<sup>st</sup>, we will have the money in the capital budget to purchase the ArcView Editor software. She stated this will allow us to quickly repopulate the GIS database with the various data layers we have been QA/QCing since The Flood. She stated then we can start printing maps and using the GIS data the way it was meant to be used, as a planning and outreach tool.

**Warwick Sewer Authority Board Meeting Minutes**

June 16, 2011, 6:00 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

**13. PUBLIC COMMENT PERIOD**

No members of the public present to speak.

**14. Adjournment**

Mr. Jarvis moved to adjourn. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 6:40 p.m. this meeting ended.

---

Aaron Guckian, Secretary

---

Date of Approval